

OFFICE of FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Batch Interface

April 2004

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Table of Contents

TABLE OF CONTENTS.....	3
REVISION HISTORY.....	4
AFRS BATCH INTERFACE.....	5
WHAT IS THE AFRS BATCH INTERFACE.....	5
INTERFACE GUIDELINES.....	5
METHODS OF INTERFACING TO AFRS.....	6
REQUIREMENTS.....	6
THE INTERFACE METHODS.....	6
<u>Regular</u>	6
<u>Pre-edit</u>	6
FIXED NAME DATASETS.....	7
CHECKING IF YOUR JOB COMPLETES.....	7
Figure 1 – Batch Interface Log.....	7
OFM INPUT RECORD LAYOUT.....	9
FIELD GUIDELINES:.....	9
BATCH HEADER RECORD LAYOUT.....	10
SIZE.....	10
DESCRIPTION.....	10
POSITION.....	10
TRANSACTION RECORD LAYOUT.....	12
SIZE.....	12
DESCRIPTION.....	12
POSITION.....	12
APPENDICES.....	17
APPENDIX 1-A: COPYBOOK IHYREC (BATCH HEADER).....	17
APPENDIX 1-B: COPYBOOK IHYREC (TRANSACTION).....	18
APPENDIX 2: ISSUES REGARDING Y2K COMPLIANCE :.....	21
<i>Memorandum</i>	21
AFRS Batch Interface Year2000 Policy.....	21
APPENDIX 3: COPYBOOK IINREC3.....	22
APPENDIX 4: IMPLEMENTING THE AFRS BATCH INTERFACE.....	26
APPENDIX 5: INTERFACE FILE SHARING AGREEMENT.....	27
NOTES:.....	29

Revision History

January 2, 2003

- Interface record length extended to 950 characters; see pages 6 & 10.
- New and expanded fields; see page 16.
 - Invoice Number expanded to 30 positions bytes 609-638
 - Invoice Date added, CCYYMMDD bytes 639-646
 - Account Number added, 30 positions bytes 647-676

March 20, 2003

- ? Corrected field length for new expanded record information.
- ? Removed the 2-byte 'filler' at the end of the record and added two new 1-byte fields.
- ? Replaced the IINREC2 copybook with IINREC3.

AFRS Batch Interface

What is the AFRS Batch Interface

The AFRS Batch Interface is an automated process which is available to any agency wishing to send AFRS data to the OFM AFRS system. The interfacing agency can send multiple unique batches to OFM AFRS at different times of the business day; also, multiple batches can be sent in one interface.

Agencies may chose to make use of either of two batch interface methodologies: the traditional Over-Night interface, which will process interface batches during the AFRS 8:00pm process; or the new Pre-Edit interface, which will edit the interface data and place it into the online system for correction and/or release. The status of a Batch Interface can be confirmed on the AFRS BI Log screen. See **Checking If Your Job Completes** for instructions. Any agency batch interface received after 8:00pm will be processed in the following day OFM AFRS system run.

Note: the DSHS Daily process begins at 7:30pm.

See ***Appendix 4: Implementing the AFRS Batch Interface*** for a 'cheat-sheet' on implementing the AFRS Batch Interface.

Interface Guidelines

The Office of Financial Management (OFM) will provide each agency financial transaction input unit with a uniquely named dataset. Each time the unit creates their unique dataset it will trigger an OFM interface job ('I' job for short) that will interface the data to AFRS. The AFRS daily process (8:00 p.m. each business day) will pick up the over-night AFRS interface dataset(s), and any online data which has been released for processing, and process them.

The batch interface must contain only batch header and detail transactions which follow the record layouts contained in this document. There must be only one batch header for each batch of detail records. A batch of detail records and the associated batch header will all have the same Agency, Batch Type, Batch Number and Batch Date.

The submitting agency is responsible for making a backup of the agency dataset used to create the specially named AFRS dataset, in case the agency dataset is lost for any reason during the creation of the interface file. The submitting agency is responsible for re-submitting any lost or rejected dataset(s). OFM will backup the unique dataset once it has been received and made available for processing.

If the AFRS batch interface is executed more than once a day, a different batch identifier (Batch Type, Batch Number, Batch Date) must be used for each batch. Not using a different identifier will cause a duplicate batch condition, resulting in both batches being moved to the AFRS Reject file.

OFM staff will not accept tapes or cartridges as interfacing mediums. If you wish to send interfaced files to AFRS on these media, you are responsible for setting up job(s) to produce the files and for coordinating with DIS Help Desk staff (753-2454) to handle any staging.

Methods of Interfacing to AFRS

Requirements

All records entering the AFRS Batch Interface must be **converted to 950 characters in length** by December 31, 2004. In addition, starting on January 1, 2005, the current Invoice Number, at position 129, will no longer be available to agencies; after that date Invoice Numbers will need to be loaded into the new Invoice Number fields, starting in position 608. Records must be formatted using the attached record layout information, see Appendix 1-A and Appendix 1-B. For those agencies needing to process their data with centuries included in the dates, see Appendices 2 and 3.

The Interface Methods

There are two methods to interface financial transactions into the AFRS Batch Interface:

Regular

The batch interface records go to an intermediate (FOURDAY) data file. The daily AFRS process will pick up this intermediate file. Any errors in these records will not be available for correction until the business day following the interface, at which time online corrections may be performed; the corrections will then be processed in the next daily AFRS run.

Pre-edit

The batch interface records are processed through a 'pre-edit' and placed in the online AFRS system for immediate review, correction, and release. Depending on the agency's requested method of 'error-free batch processing', the records will be input to the nightly process after being manually released by the user, or automatically released if the agency's batch is error-free. Mr. Ray DeFant, OFM AFRS System Consultant, will be responsible for helping the agency determine the procedure best suited for them. This process is capable of sending a report of errors back to the user via one of their remote printers.

Fixed Name Datasets

It is very important to name datasets exactly as directed by OFM staff. These datasets will trigger specific OFM jobs, which will process the agency Batch Interface file via one of the two methods described in the previous section.

Agencies performing Batch Interfaces will be provided a file name, by the OFM staff, with the following naming convention:

FSMG105.AFY2KT.AGYxxxx.I??AF105.DATA	- for initial controlled test phase
FSMG105.AFTEST.AGYxxxx.I??AF105.DATA	- for the acceptance testing phase
FSMG105.#AFQUAL.AGYxxxx.I??AF105.DATA	- for the quality testing phase
FSMG105.AFPROD.AGYxxxx.I??AF105.DATA	- for production processing

Where 'xxxx' is the submitting agency/sub-agency, and '??' is a unique OFM assigned code.

ANY CHANGES TO OFM ASSIGNED DATASET NAME, WITHOUT FIRST CONTACTING OFM AND RECEIVING APPROVAL WILL CAUSE YOUR BATCH INTERFACE JOB(s) TO FAIL!!!

Checking if your Job Completes

Figure 1 shows the Batch Interface Log. To get to this screen, enter 'BI' on the AFRS Primary Menu screen. This screen lists batches by posting agency, and is in latest batch order.

=== AFRS ==(BI)===== BATCH INTERFACE LOG ===== C105P070 ===												
TR: _____										POSTING AGENCY: 1400		
PAGE 0001 OF 0010												
BATCH	--RECEIVED-			-----			BATCH -----					
AGY	DATE	TIME	DATE	TYP	NUM	BN	FM	COUNT	AMOUNT	RC	OC	MESSAGE
1400	021501	1837	010215	R1	428	01	20	...101200.17	00	AF	ONLINE.....
1400	021501	1834	010215	01	353	01	20	..273673149.00	00	AF	ONLINE.....
1400	021401	1837	010214	R1	427	01	2081698.16	00	AF	ONLINE.....
1400	021401	1824	010214	04	402	01	20	..336113976.15	..	AF
1400	021401	1824	010214	04	403	01	20	..16842627.80	..	AF
1400	021401	1823	010214	01	352	01	20	..953203980.94	00	AF	ONLINE.....
1400	021401	1457	010214	0A	004	01	2041200000.00	..	AP
1400	021301	1837	010213	R1	426	01	20	..408715.44	00	AF	ONLINE.....
1400	021301	1822	010213	04	400	01	20	..24467143.25	..	AF
PF3=RETURN, PF7=PAGE UP, PF8=PAGE DOWN, PF12=MESSAGE, CLEAR=EXIT												

Figure 1 – Batch Interface Log

The information contained on the **Batch Interface Log** screen can be described as follows:

Posting Agency: The agency to whom the financial transactions are posted.

Batch Agy: Agency submitting the batch on behalf of the posting Agency. Received:

Date: Date the batch was received into the AFRS system for processing.

Time: Time (in military format) the batch was received into the AFRS system for processing.

Batch:

Date: The batch date, contained in the batch header record.

Type: The batch type, contained in the batch header record.

Num: The batch number, contained in the batch header record.

BN: The batch biennium, contained in the batch header record.

FM: The batch fiscal month, contained in the batch header record.

Count: The number of detail records in the batch, contained in the batch header record.

Amount: The system calculated amount of the batch.

RC: A field containing the return code of the job which processed the submitting agency's batch to the AFRS system. Should be either blank or '00' if everything went well. If the submitting agency is processing their batches through the **Pre-edit** process and any errors occur, this field will contain 'ER'.

OC: Origin code which identifies where the batch originate:

AF=AFRS Batch Interface

AO=ARFS Online

AP=APS system

AR=Account Receivable

BA=BASS

BC=Biennium

Close

TA=TAPS system

TM=Time Management System

TS=Treasurer (OST) TV=Travel system

Message: An area used to contain descriptive text on the outcome of a batch. If the submitting agency is processing their batches through the pre-edit, this field will contain 'ONLINE'.

OFM Input Record Layout

Field Guidelines:

When viewing the copybook layout, and creating the actual detail transaction records, the following guidelines should be met:

- **The batch header record is composed of the first 50 bytes of the record** with the remainder of the record filled with spaces.
- The field 'DATA-TYPE' contains an 'A' in all records.
- The 'BATCH-TYPE' field has the following conditions:
 1. The following reserved letters should **not be used** for the first position: **P, Q, T, W, Y, or Z**
 2. Using an **X** for the first position will automatically reverse the batch in the next fiscal month as a Batch Type **Y**. Warrant write transactions will **not** automatically reverse.
 3. The following Batch Types are reserved for Treasurer batches: **0A, 0B, 0C, 0D, 0E** (first digit is a zero).
- The 'BATCH-SEQ-NO' must be all zeroes on the batch header record. All other transaction records should be sequenced, starting with 00001.
- The 'BIENNIUM' (used in both the batch header record and the transaction records) must be the last two digits of the ending biennium year.
- Valid values for the 'FISCAL-MONTH' (used in the batch header record), and 'FM' (used in the transaction records) are 01 through 24, 99 is a continuation of 12, and 25 is a continuation of 24.
- 'DUE-DATE' (used in the transaction records) is for warrant producing transactions. If no date exists, the 'DUE-DATE' from the header record will be used. If no date exists in the header record, the system enters the current date.
- 'ENTERED-BATCH-COUNT' and 'ENTERED-BATCH-AMT' **must be right aligned and zero-filled to left**. Do not use decimal points, commas, or dollar signs.

Batch Header Record Layout

The BATCH INTERFACE header record is composed of the first 50 bytes (characters) of a 950-byte record. The remaining bytes (900) **must be** filled with spaces in order to be consistent with the length of a regular 950-byte BATCH INTERFACE data record.

The following table lists field names, from the copybook **IHYREC**, used in the creation of the batch header record. The data element names are the same as those used in the copybook **IHYREC** documentation, but without the preceding **:HY:-** designator. The column heading **R, O, NU** is used to indicate if a data element is '**R**'equired, '**O**'ptional, or '**N**'ot-**U**'sed. Any field listed as '**O**' or '**NU**' does not need to be filled in by the submitting agency and **must have spaces** placed in it.

<u>DATA ELEMENT NAME</u>	<u>SIZE</u>	<u>DESCRIPTION</u>	<u>R, O, NU</u>	<u>POSITION</u>
DATA-TYPE	1	The DATA-TYPE must always be 'A'.	R	001
BATCH-AGENCY	4	Both BATCH-AGENCY and BATCH-SUB-AGENCY are used to indicate the agency submitting the batch.	R	002-005
BATCH-YR	2	The date the batch is created.	R	006-007
BATCH-MO	2	(see BATCH-DATE YY)	R	008-009
BATCH-DAY	2	(see BATCH-DATE YY)	R	010-011
BATCH-TYPE	2	Type of source documents and/or identifies the section and/or location where the batch originates. The first letter of the BATCH-TYPE should not be P, Q, T, W, Y, or Z. If the first letter of BATCH-TYPE is an X it will create a reversing batch in the next fiscal month (a Y batch). In batch interface with multiple same-date dataset executions, identify batches by a unique BATCH-No to avoid the DUP-REC-IND being set.	R	012-013
BATCH-NO	3	For batch interfacing, begin the batch numbering with 001 and increment for successive batches. In a batch interface with multiple same-date dataset executions, identify each batch by a unique BATCH-NO to avoid the DUP-REC-IND being set.	R	014-016
BATCH-SEQ-NO	5	This is the transaction sequence number. For a BATCH HEADER record this field will be all zeroes (i.e., 00000).	R	017-021
DUP-RECORD-IND	1	System assigned and incremented when a duplicate transaction is found by the interfacing process. Please leave this field blank.	NU	022
BIENNIUM	2	The biennium in which the transaction is posted (the biennium in which the financial information is recognized as occurring). Biennium is the ending year of the funding biennium.	R	023-024
FISCAL-MONTH	2	Fiscal month the transaction is input to the interface file.	R	025-026

Transaction Record Layout

The following table indicates the fields that are used in the creation of a BATCH-INTERFACE transaction record. The data element names are the same as those shown in the copybook **IHYREC** documentation, but without the preceding **:HY:-** designator. The column heading '**R, O, NU, TC**' is used to indicate if a data element is '**Required**', '**Optional**', '**Not-Used**' or controlled by the '**Transaction Code**'. Any field listed as '**O**' or '**NU**' does not need to be filled in by the submitting agency and must have spaces placed into it.

<u>DATA ELEMENT NAME</u>	<u>SIZE</u>	<u>DESCRIPTION</u>	<u>R, O, NU, TC</u>	<u>POSITION</u>
DATA-TYPE	1	Same as HEADER RECORD CODING ELEMENTS.	R	001
BATCH-AGENCY	3	Same as HEADER RECORD CODING ELEMENTS.	R	002-004
BATCH-SUB-AGENCY	1	Same as HEADER RECORD CODING ELEMENTS.	R	005
BATCH-YR	2	Same as HEADER RECORD CODING ELEMENTS.	R	006-007
BATCH-MO	2	Same as HEADER RECORD CODING ELEMENTS.	R	008-009
BATCH-DAY	2	Same as HEADER RECORD CODING ELEMENTS.	R	010-011
BATCH-TYPE	2	Same as HEADER RECORD CODING ELEMENTS.	R	012-013
BATCH-NO	3	Same as HEADER RECORD CODING ELEMENTS.	R	014-016
BATCH-SEQ-NO	5	This is the transaction sequence number. DO NOT use all zeroes (00000), as this specifies a batch header. This number usually starts at '00001' and increments by 1 for each record. Do not repeat sequence numbers in a given batch.	R	017-021
INTERNAL USE ONLY	1	Please leave this area blank.	NU	022
TRANS-CODE	3	A pre-defined code to record an accounting event.	R	023-25
MODIFIER	1	Pertains only to encumbrance document liquidation as full (F) or partial (P).	TC	026
REVERSE	1	Reverse (R) the account code. The general ledger accounts are not reversed, but the posting sign for the transaction amount is reversed	O	027
BIENNIUM	2	Biennium the transactions posted (biennium the financial information is recognized as occurring). Biennium is the ending year of the funding biennium.	R	028-029
FM – Batch Header	2	Fiscal month the transaction is input	R	030-031
OPS-POST-FM	2	Fiscal month the transaction is posted (fiscal month the financial information is recognized as occurring; this is optional in the interface, but required when entered online).	O	032-033

ORG	3	Agency to which the financial information is posted or recorded.	R	034-036
SUB-ORG	1	(see AGENCY, above)	R	037
MASTER-INDEX	8	An input coding reduction technique to extract predefined combinations of coding elements from the master index table.	O	038-045
APPN-INDEX	3	An input coding reduction technique to extract predefined combinations of coding elements from the appropriation index table.	TC	046-048
FUND	3	A fiscal entity to identify financial information for specific activities or for attaining certain objectives.	R	049-051
INTERNAL USE ONLY	2	Please leave this area blank.	NU	052-053
PROG-INDEX	5	An input coding reduction technique to extract program coding elements from the program index table.	TC	054-058
INDEX	4	An input coding reduction technique to extract organizational coding elements from the organizational index table.	O	059-062
PROJ-NO	4	Identifies an operating, capital, or federal project/grant.	O	063-066
SUB-PROJ	2	Identifies sub-projects within a single grant or project.	O	067-068
PROJ-PHASE	2	Identifies project phases within a single sub-project.	O	069-070
SUB-OBJECT	2	Further refinement of an object of expenditure.	TC	071-072
SUB-SUB-OBJECT	4	Further refinement of a sub-object of expenditure.	TC	073-076
MAJOR-GROUP	2	Highest level of classifying revenues. Primary types or groups of revenue.	TC	077-078
MAJOR-SOURCE	2	Further refinement of the major group of revenue. Major sources of revenue.	TC	079-080
SUB-SOURCE	6	Further refinement of major source of revenue.	TC	081-086
GL-ACCT-NO	4	Enter if the transaction code requires a variable general ledger account.	TC	087-090
SUBSID-ACCT-NO-A	8	Further refinement of a debit general ledger account.	TC	091-098
SUBSID-ACCT-NO-B	8	Further refinement of a credit general ledger account.	TC	099-106
WORKCLASS	3	Financial information by an activity or a group of activities.	O	107-109
BUDGET-UNIT	3	Financial information for appropriation expenditures.	O	110-112
COUNTIES	3	Financial information for geographic location.	O	113-115
CITIES-AND-TOWNS	4	Financial information for geographic location.	O	116-119
USE-TAX	1	Identifies subsequent Washington sales tax reporting (T) or no subsequent reporting (blank).	O	120
MOS-YY	2	Date of service delivery for a disbursement. Year portion. Data will not post to the Month-of-Service file unless prior arrangements have been made with the OFM Statewide Systems Manager.	O	121-122
MOS-MM	2	(See MOS-YY, above). Month portion.	O	123-124
ALLOCATION-CODE	4	Identification to an agency's allocation process.	O	125-128

INV-NO	12	The invoice number submitted by a vendor. <u>This field is being phased out, in favor of the longer (30 characters) Invoice Number at position 609. This field will become Filler on January 1, 2005.</u>	TC	129-140
PROMPT-PAY-DATE	6	Date for future use to support the accounts payable process and prompt payment survey in YYMMDD format.	O	141-146
DOC-DATE	6	Date the accounting event occurred in YYMMDD format. If blank the current date is used.	O	147-152
CUR-DOC-NO	8	Uniquely identifies an input document for tracking. The field is left justified, blank filled .	R	153-160
CUR-DOC-NO-SUFFIX	2	Further describes, or sub-categorizes, the current document number.	O	161-162
REF-DOC-NO	8	Identifies a previously entered current document number. The field is left justified, blank filled	TC	163-170
REF-DOC-NO-SUFFIX	2	Further describes, or sub-categorizes, the reference document number.	O	171-172
DUE-DATE	6	Date the warrant producing transaction is to print a warrant. In YYMMDD format. If the transaction is warrant producing and the agency does not enter a date, the date is system assigned as the current processing date. This means that the warrant will be produced in the next AFRS nightly run.	O	173-178
INTERNAL USE ONLY	1	Please leave this area blank.	NU	179
TRANS-AMT	13	The amount of the transaction.	R	180-192
OMWBE-PAYMNT-FLAG	1	Identifies a disbursement for OMWBE reporting. (See Notes at end of table.)	O	193
INTERNAL USE ONLY	2	Please leave this area blank	NU	194-195
OMWBE-AGENCY-FLAG	2	Valid codes are: blank, 0 - 9, A - Z. The codes are agency defined. It is provided solely for agency use to flag vendor payment transactions, as necessary, for agency defined purposes. Agency flags should be registered in Descriptor Table 94 with a leading zero. Once the Agency Flag expansion to two characters (196-197) has been completed, both positions in Descriptor Table 94 will be available. Announcement will be made when expansion is completed.	O	196-197
OMWBE-CONTRACT-NO	8	A contract number is required if the OMWBE Pay Flag is coded 'K', otherwise contract number is optional. Valid characters are alphanumeric, dash (-), and 'blanks'. General Administration contract numbers are five digits with no dashes. The acceptable contact number for Central Stores is CS or C.S.	O	198-205
INTERNAL USE ONLY	28	Please leave this area blank.	NU	206-233
US-FOREIGN INDICATOR	1	'U' for US; 'F' for Foreign (See notes at end of table.)	O	234
INTERNAL USE ONLY	13	Please leave this area blank.	NU	235-247
VENDOR-NO	10	An input coding technique to extract vendor data elements from the vendor edit table. (See Notes at end of table.) Vendor numbers that contain the vendor's TIN are not encouraged.	O	248-257
VENDOR-SUFFIX	2	Identifies multiple breakdowns for a vendor. If	O	258-259

		VENDOR-NO entered, you must enter this field.		
UBI	10	The State of Washington vendor registration number to uniquely identify a business entity.	O	260-269
UBI-SUFFIX	2	Identifies multiple breakdowns for a UBI.	O	270-271
VENDOR-TYPE	1	Identifies the type of vendor. Codes 0-4 are defined as: 0-Vendor; 1-Employee; 2-Federal Agency; 3-State agency; 4-Local government. Codes C, M, P, S, X are: C-Corporation, M-Corporation from which medical services are purchased, P-Partnership, S-Sole Proprietor/Individual.	O	272
INTERNAL USE ONLY	2	Please leave this area blank.	NU	273 - 274
TAXPAYER-ID-NO (In AFRS this is referred to as Federal Identification Number)	11	Taxpayer Identification Number (TIN) is used by the Internal Revenue Service (IRS) to associate and verify amounts reported to the IRS with corresponding amounts on tax returns. TIN for individuals is the Social Security Number (SSN). TIN for others than individuals and sole proprietors is the Employer Identification Number (EIN). TIN for persons who are required to file a U.S. tax return, but are unable to obtain an SSN, is the Individual Taxpayer Identification Number (ITIN). The TIN is required when the OMWBE-PAYMNT-FLAG is coded 'E', 'S', 'N', or 'K'. The TIN must be nine characters beginning in position 275. Positions 284 and 285 must be blank.	O	275-285
IRS-BOX	1	The ten boxes used to record the amount for IRS Form 1099 reporting. 'Blank' or 0 indicates the IRS Box is not selected (some agencies prefer to use '0' for internal purposes). Use of '0' instead of 'blank' is encouraged because it indicates a decision was made about what code the file should contain. The boxes are defined as: 1-Rents; 2-Royalties; 3-Other Income; 4-Federal Income Tax Withheld; 5-Fishing Boat Proceeds; 6-Medical and Health Care Payments; 7-Non-employee Compensation; 8-Substitute Payments in Lieu of Dividends or Interest; A-(represents Box 10) Crop Insurance Proceeds; and C-(represents Box 13) Gross Proceeds Paid to an Attorney.	O	286
TAX-TYPE	1	Identifies the Taxpayer Identification Number (TIN) as a Social Security Number (SSN) 'S', an Employer Identification Number (EIN) 'T', or Individual Taxpayer Identification Number (ITIN) 'R'.	O	287
VENDOR-TRAILER	25	A message area for information that will appear on the remittance advice.	O	288-312
VENDOR-NAME	32	Name of the vendor. (For this, and the remaining fields see the note dealing with VENDOR-NO at the end of this table.)	TC	313-344
VENDOR-ADDR-1	32	First line of the vendor address.	TC	345-376
VENDOR-ADDR-2	32	Second line of the vendor address.	O	377-408
VENDOR-ADDR-3	32	Third line of the vendor address.	O	409-440

		This field is not usable in the IRS 1099-MISC reporting process.		
VENDOR-CITY	19	City of the vendor address.	O	441-459
VENDOR-STATE	2	State of the vendor address.	O	460-461
VENDOR-ZIP	9	Zip code of the vendor address. The complete nine digit Zip+4 is encouraged for U.S. vendors. The minimum zip for U.S. vendors is five numeric in record positions 462-466.	O	462-470
INTERNAL USE ONLY	138	Please leave this area blank.	NU	471-608
Expanded Invoice Number	30	Enter Invoice Number supplied by vendor.	O	609-638
Invoice Date	8	Enter Invoice Date supplied by vendor. Format is CCYYMMDD, where CC is century, YY is year, MM is month and DD is Day. Example: 20031231.	O	639-646
Account Number	30	Enter Account Number supplied by vendor.	O	647-676
INTERNAL USE ONLY	274	Please leave this area blank.	NU	677-950

Notes:

OMWBE-PAYMNT-FLAG: identifies a disbursement for OMWBE reporting as:

- E-Exception, per the OMWBE guidelines
- S-Sheltered Workshop
- N-Not for Profit Organization
- K-Mandatory Use Contract

Use of the OMWBE-PAYMNT-FLAG will also require an TAXPAYER-ID-NO. Use of a 'K' requires a contract number. Other codes can be used in this field. Other alpha codes or codes 6-0 are agency defined. Agencies are encouraged to define Codes 1-5 as:

- 1-Employee
- 2-Federal Agency
- 3-State Agency
- 4-Local Government
- 5-Grants
- 'Blank' is also a valid code

VENDOR-NO: if a valid vendor number is entered, the vendor fields will be filled in from the Vendor Table. If using a pseudo-vendor number, you must enter in the vendor information.

US-FOREIGN INDICATOR: is controlled by the agency. Generally, the US or Foreign indicator is established by the Vendor record. However, a pseudo vendor record can be established by an interface and this field needs to be set for edits.

((For all **Notes**, be sure to check other documentation for more current information.))

Appendices

Appendix 1-A: Copybook IHYREC (BATCH HEADER)

```
*****
*      COPY MEMBER   : IHYREC                               *
*      USE           : CREATE BATCH HEADER RECORD           *
*      RECORD LENGTH: 950                                   *
*****
```

		<u>POSITIONS</u>
01	RECORD.	
02	DATA-TYPE	PIC X(01). 001
02	TRANSACTION-ID.	
03	BATCH-ID.	
04	BATCH-ORG-CODE.	
05	BATCH-AGENCY	PIC X(03). 002-004
05	BATCH-SUB-AGENCY	PIC X(01). 005
04	BATCH-DATE.	
05	YY	PIC X(02). 006-007
05	MM	PIC X(02). 008-009
05	DD	PIC X(02). 010-011
04	BATCH-TYPE	PIC X(02). 012-013
04	BATCH-NO	PIC X(03). 014-016
03	BATCH-SEQ-NO	PIC X(05). 017-021
03	DUP-RECORD-IND	PIC X(01). 022
02	INPUT-DATA-SEGMENT.	
03	BATCH-REC-DATA.	
04	BIENNIUM	PIC X(02). 023-024
04	FISCAL-MONTH	PIC X(02). 025-026
04	DUE-DATE	PIC X(06). 027-032
04	ENTERED-BATCH-COUNT	PIC 9(05). 033-037
04	ENTERED-BATCH-AMT	PIC 9(11)V99. 038-050
04	FILLER	PIC X(900). 051-950

Appendix 1-B: Copybook IHYREC (TRANSACTION)

```

*****
*      COPY MEMBER   : IHYREC                      *
*      USE           : CREATE TRANSACTION RECORDS   *
*      RECORD LENGTH : 950                          *
*****

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		<u>POSITIONS</u>
01	RECORD.	
02	DATA-TYPE	PIC X(01). 001
02	TRANSACTION-ID.	
03	BATCH-ID.	
04	BATCH-ORG-CODE.	
05	BATCH-AGENCY	PIC X(03). 002-004
05	BATCH-SUB-AGENCY	PIC X(01). 005
04	BATCH-DATE.	
05	YY	PIC X(02). 006-007
05	MM	PIC X(02). 008-009
05	DD	PIC X(02). 010-011
04	BATCH-TYPE	PIC X(02). 012-013
04	BATCH-NO	PIC X(03). 014-016
03	BATCH-SEQ-NO	PIC X(05). 017-021
03	DUP-RECORD-IND	PIC X(01). 022
02	INPUT-DATA-SEGMENT.	
03	TRANS-CODE	PIC X(03). 023-025
03	MODIFIER	PIC X(01). 026
03	REVERSE	PIC X(01). 027
03	BIENNIUM	PIC X(02). 028-029
03	FM	PIC X(02). 030-031
03	OPS-POST-FM	PIC X(02). 032-033
03	ORG-CODE.	
04	AGENCY	PIC X(03). 034-036
04	SUB-AGENCY	PIC X(01). 037
03	MASTER-INDEX	PIC X(08). 038-045
03	APPN-INDEX	PIC X(03). 046-048
03	FUND-DATA.	
04	FUND	PIC X(03). 049-051
04	FUND-DETAIL	PIC X(02). 052-053
03	PROG-INDEX	PIC X(05). 054-058
03	INDEX	PIC X(04). 059-062
03	PROJ-DATA.	
04	PROJ-NO	PIC X(04). 063-066
04	SUB-PROJ	PIC X(02). 067-068
04	PROJ-PHASE	PIC X(02). 069-070
03	OBJECT-DATA.	
04	SUB-OBJECT	PIC X(02). 071-072
04	SUB-SUB-OBJECT	PIC X(04). 073-076
03	SOURCE-DATA.	
04	MAJOR-GROUP	PIC X(02). 077-078
04	MAJOR-SOURCE	PIC X(02). 079-080
04	SUB-SOURCE	PIC X(06). 081-086
03	GL-ACCT-NO	PIC X(04). 087-090
03	SUBSIDIARY-ACCT-NO-A.	
04	SUBSID-ACCT-NO-A	PIC X(06). 091-096
04	FILLER	PIC X(02). 097-098
03	SUBSIDIARY-ACCT-NO-B.	

			<u>POSITIONS</u>	
	04	SUBSID-ACCT-NO-B	PIC X(06).	099-104
	04	FILLER	PIC X(02).	105-106
03		WORKCLASS	PIC X(03).	107-109
03		BUDGET-UNIT	PIC X(03).	110-112
03		COUNTIES	PIC X(03).	113-115
03		CITIES-AND-TOWNS	PIC X(04).	116-119
03		USE-TAX	PIC X(01).	120
03		MONTH-OF-SERVICE.		
	04	MOS-YY	PIC X(02).	121-122
	04	MOS-MM	PIC X(02).	123-124
	03	ALLOCATION-CODE	PIC X(04).	125-128
03		INV-NO	PIC X(12).	129-140
03		PROMPT-PAY-DATE	PIC X(06).	141-146
03		DOC-DATE	PIC X(06).	147-152
03		CURRENT-DOC.		
	04	CUR-DOC-NO	PIC X(08).	153-160
	04	CUR-DOC-NO-SUFFIX	PIC X(02).	161-162
03		REFERENCE-DOC.		
	04	REF-DOC-NO	PIC X(08).	163-170
	04	REF-DOC-NO-SUFFIX	PIC X(02).	171-172
03		DUE-DATE	PIC X(06).	173-178
03		FUND-CTL-ORD	PIC X(01).	179
03		TRANS-AMT	PIC 9(11)V99.	180-192
03		OMWBE-INFORMATION.		
	04	OMWBE-PAYMNT-FLAG	PIC X(01).	193
	04	OMWBE-CLASS	PIC X(02).	194-195
	04	FILLER	PIC X(01).	196
	04	OMWBE-AGENCY-FLAG	PIC X(01).	197
	04	OMWBE-CONTRACT-NO	PIC X(08).	198-205
03		TAPS-INFORMATION.		
	04	TAPS-ORIGIN	PIC X(01).	206
	04	TAPS-STATUS	PIC X(01).	207
	04	TAPS-PACKET	PIC X(04).	208-211
03		WARRANT-INFORMATION.		
	04	WARRANT-NO	PIC X(07).	212-218
	04	WARRANT-ISSUE-DATE	PIC X(05).	219-223
03		WARRANT-BATCH-NUMBER.		
	04	WARR-BATCH-FM	PIC X(02).	224-225
	04	WARR-BATCH-TYPE	PIC X(02).	226-227
	04	WARR-BATCH-NO	PIC X(03).	228-230
03		MASTER-INDEX-EXP-IND	PIC X(01).	231
03		MASTER-PCT-NO	PIC S9(3) COMP-3.	232-233
03		US-FOREIGN	PIC X.	234
03		ONLINE-RECORD-SW	PIC X.	235
03		ORDER-NUMBER.		
	04	ORDER-NO	PIC X(08).	236-243
	04	ORDER-NO-SUF	PIC X(02).	244-245
03		PAY-PROCESS-TYPE	PIC X(01).	246
03		VENDOR-SOURCE	PIC X(01).	247
03		VENDOR-INFORMATION.		
	04	VENDOR-NUMBER.		
	05	VENDOR-NO	PIC X(10).	248-257
	05	VENDOR-SUFFIX	PIC X(02).	258-259
04		UNIFIED-BUSINESS-ID.		
	05	UBI	PIC X(10).	260-269
	05	UBI-SUFFIX	PIC X(02).	270-271

04	TABLE-INFORMATION.		
			<u>POSITIONS</u>
	05 VENDOR-TYPE	PIC X(01).	272
	05 MINORITY-IND	PIC X(01).	273
	05 SMALL-BIZ-IND	PIC X(01).	274
	05 TAXPAYER-ID-NO	PIC X(11).	275-285
04	IRS-BOX	PIC X(01).	286
04	TAX-TYPE	PIC X(01).	287
03	NAME-AND-ADDRESS.		
	04 VENDOR-TRAILER	PIC X(25).	288-312
	04 VENDOR-NAME	PIC X(32).	313-344
	04 VENDOR-ADDRESS.		
	05 VENDOR-ADDR-1	PIC X(32).	345-376
	05 VENDOR-ADDR-2	PIC X(32).	377-408
	05 VENDOR-ADDR-3	PIC X(32).	409-440
	05 VENDOR-CITY	PIC X(19).	441-459
	05 VENDOR-STATE	PIC X(02).	460-461
	05 VENDOR-ZIP	PIC X(09).	462-470
03	INTERNAL-DATA-SEGMENT.		
	04 FILLER	PIC X(138).	471-608
	04 INV-NO-EXP	PIC X(30).	609-638
	04 INV-DATE	PIC X(08).	639-646
	04 ACCOUNT-NO	PIC X(30)	647-676
	04 FILLER	PIC X(215).	677-891
	04 BILLING-FUND	PIC X(03).	892-894
	04 FILLER	PIC X(14).	895-908
	04 ORIGCODE	PIC X(02).	909-910
	04 MAINT-LOGONID	PIC X(08).	911-918
	04 ORIGINAL-TRANS-CODE	PIC X(03).	919-921
	04 DFI-ROUTING-NUMBER	PIC X(09).	922-930
	04 DFI-ACCOUNT-NUMBER	PIC X(17).	931-947
	04 ACCOUNT-TYPE	PIC X(01).	948
	04 AI-APPN-TYPE	PIC X(01).	949
	04 AI-CHARACTER	PIC X(01).	950

Appendix 2: Issues Regarding Y2K Compliance:

The following is a replication of a memorandum sent by Mr. Mike Contris, OFM Statewide Year2000 Project Manager, to all agencies that share data with the Office of Financial Management:

Memorandum

To: <individual>
CC: Dennis Jones
From: Mike Contris, OFM Statewide Year2000 Project Manager
Date: <date sent>
Re: AFRS Batch Interface and Year2000 Compliance

AFRS Batch Interface Year2000 Policy

The OFM Statewide Financial Systems group is presently making the AFRS system Year 2000 (Y2K) compliant, and understands that many of our users are performing the same function. We would like to encourage our users to contact us when they have brought their Y2K conversions to the point that they can test their interface to AFRS. Our interface manager, Tri Vo, is ready to help you test, so that your agency can be confident that your interface will continue to perform properly in the new century.

As previously stated in the AASP newsletter, we will support the interface of data with the century added to the date fields, if a user so needs, but we will **not** require the addition of the century. We will accept data in either date format.

If you have any questions about how the upcoming millennium might affect your interface to AFRS, or if you want a copy of the four-digit year interface format, please feel free to contact either Mike Contris at 360-664-7687, or Cliff Wilder at 360-664-7715.

As can be seen from the second paragraph in the memo, our agency does not require the sending agency to use dates in a format which contains the century. The first step we perform on such data is to remove the century from all the date fields.

If your agency has mandated that you **must** send dates in a Y2K compliant format, then the record length will be 964-bytes. The fields added to the records are for 2-byte century fields (indicated in **bold-underline**). There may have been some fields (mostly 'filler' positions) removed in order to fit them. The documentation for the fields used in this record will be found in the sections **BATCH HEADER RECORD LAYOUT** and **TRANSACTION RECORD LAYOUT**.

The record layout for the 964-byte interface is provided in the following section, **Appendix 3: Copybook IINREC3.**

Appendix 3: Copybook IINREC3

```
*****
*
*   COPY MEMBER   : IINREC3
*   USE           : INPUT TRANSACTION RECORD
*   RECORD LENGTH: 964
*   LAST UPDATE   : 01/13/03   MJC CREATED FOR 20030013
*
*****
```

```
01  IN3L-RECORD.
    02  IN3L-DATA-TYPE                      PIC X(01).
    02  IN3L-TRANS-ID-SEGMENT.
    03  IN3L-BATCH-ID.
        04  IN3L-BATCH-ORG-CODE.
            05  IN3L-BATCH-AGENCY          PIC X(03).
            05  IN3L-BATCH-SUB-AGENCY      PIC X(01).
        04  IN3L-BATCH-DATE.
            05  IN3L-CC                      PIC X(02).
            05  IN3L-YY                    PIC X(02).
            05  IN3L-MM                    PIC X(02).
            05  IN3L-DD                    PIC X(02).
        04  IN3L-BATCH-TYPE                PIC X(02).
        04  IN3L-BATCH-NO                  PIC X(03).
    03  IN3L-BATCH-SEQ-NO                  PIC X(05).
    03  IN3L-DUP-REC-IND                   PIC X(01).
02  IN3L-BATCH-REC-1.
    03  IN3L-BATCH-REC-DATA.
        04  IN3L-BATCH-BIENNIUM.
            06  IN3L-BATCH-BIEN-CC          PIC X(02).
            06  IN3L-BATCH-BIEN-YY        PIC X(02).
        04  IN3L-BATCH-FISCAL-MONTH        PIC X(02).
        04  IN3L-BATCH-DUE-DATE.
            06  IN3L-BATCH-DUE-CC          PIC X(02).
            06  IN3L-BATCH-DUE-YY         PIC X(02).
            06  IN3L-BATCH-DUE-MM         PIC X(02).
            06  IN3L-BATCH-DUE-DD         PIC X(02).
        04  IN3L-ENTERED-BATCH-COUNT       PIC X(05).
        04  IN3L-ENTERED-BATCH-COUNT-N REDEFINES
            IN3L-ENTERED-BATCH-COUNT      PIC 9(05).
        04  IN3L-ENTERED-BATCH-AMT         PIC X(13).
        04  IN3L-ENTERED-BATCH-AMT-D REDEFINES
            IN3L-ENTERED-BATCH-AMT        PIC 9(11)V99.
        04  IN3L-COMPUTED-BATCH-COUNT      PIC X(05).
        04  IN3L-COMPUTED-BATCH-COUNT-N REDEFINES
            IN3L-COMPUTED-BATCH-COUNT     PIC 9(05).
        04  IN3L-COMPUTED-BATCH-AMT       PIC X(13).
        04  IN3L-COMPUTED-BATCH-AMT-D REDEFINES
            IN3L-COMPUTED-BATCH-AMT      PIC 9(11)V99.
        04  IN3L-BATCH-STATUS              PIC X(01).
            88  TRANSMIT-AFTER-DATE       VALUE ' '.
            88  DO-NOT-TRANSMIT-HOLD     VALUE 'H'.
            88  TRANSMIT-OVERRIDE        VALUE 'O'.
            88  TRANSMIT-RELEASE         VALUE 'R'.
        04  IN3L-REWRITE-HDR-SW           PIC X(01).
            88  BATCH-HDR-NOT-CORRECT    VALUE 'N'.
```

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      88  BATCH-HDR-IS-CORRECT  VALUE 'Y'.
04  IN3L-LAST-SEQ-NO-USED      PIC X(05).
04  IN3L-SYSTEM-DATE.
      06  IN3L-SYSTEM-DATE-CC  PIC X(02).
      06  IN3L-SYSTEM-DATE-YY  PIC X(02).
      06  IN3L-SYSTEM-DATE-DDD PIC X(03).
04  FILLER                     PIC X(394).
04  IN3L-AGY-EDIT-IND          PIC X(02).
04  FILLER                     PIC X(480).

02  IN3L-BATCH-REC-2            REDEFINES
    IN3L-BATCH-REC-1.
03  IN3L-INPUT-DATA-SEGMENT.
    04  IN3L-TRANS-CODE.
        05  IN3L-TRANS-CODE-1  PIC X(01).
        05  FILLER              PIC X(02).
    04  IN3L-MODIFIER           PIC X(01).
    04  IN3L-REVERSE            PIC X(01).
    04  IN3L-BIENNIUM.
        06  IN3L-BIENNIUM-CC   PIC X(02).
        06  IN3L-BIENNIUM-YY   PIC X(02).
    04  IN3L-FM                 PIC X(02).
    04  IN3L-OPS-POST-FM        PIC X(02).
    04  IN3L-ORG-CODE.
        05  IN3L-AGENCY         PIC X(03).
        05  IN3L-SUB-AGENCY     PIC X(01).
    04  IN3L-MASTER-INDEX      PIC X(08).
    04  IN3L-APPN-INDEX         PIC X(03).
    04  IN3L-FUND-DATA.
        05  IN3L-FUND           PIC X(03).
        05  IN3L-FUND-DETAIL    PIC X(02).
    04  IN3L-PROG-INDEX         PIC X(05).
    04  IN3L-INDEX              PIC X(04).
    04  IN3L-PROJ-DATA.
        05  IN3L-PROJ-NO        PIC X(04).
        05  IN3L-SUB-PROJ       PIC X(02).
        05  IN3L-PROJ-PHASE     PIC X(02).
    04  IN3L-OBJECT-DATA.
        05  IN3L-SUB-OBJECT     PIC X(02).
        05  IN3L-SUB-SUB-OBJECT PIC X(04).
    04  IN3L-SOURCE-DATA.
        05  IN3L-MAJOR-GROUP    PIC X(02).
        05  IN3L-MAJOR-SOURCE   PIC X(02).
        05  IN3L-SUB-SOURCE     PIC X(06).
    04  IN3L-GL-ACCT-NO         PIC X(04).
    04  IN3L-SUBSIDIARY-ACCT-NO-A.
        05  IN3L-SUBSID-ACCT-NO-A PIC X(06).
        05  FILLER              PIC X(02).
    04  IN3L-SUBSIDIARY-ACCT-NO-B.
        05  IN3L-SUBSID-ACCT-NO-B PIC X(06).
        05  FILLER              PIC X(02).
    04  IN3L-WORKCLASS           PIC X(03).
    04  IN3L-BUDGET-UNIT         PIC X(03).
    04  IN3L-COUNTIES            PIC X(03).
    04  IN3L-CITIES-AND-TOWNS   PIC X(04).
    04  IN3L-USE-TAX             PIC X(01).
    04  IN3L-MONTH-OF-SERVICE.
        06  IN3L-MOS-CC         PIC X(02).

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06 IN3L-MOS-YY PIC X(02).
06 IN3L-MOS-MM PIC X(02).
04 IN3L-ALLOCATION-CODE PIC X(04).
04 IN3L-INV-NO PIC X(12).
04 IN3L-PROMPT-PAY-DATE.
06 IN3L-PROMPT-PAY-CC PIC X(02).
06 IN3L-PROMPT-PAY-YY PIC X(02).
06 IN3L-PROMPT-PAY-MM PIC X(02).
06 IN3L-PROMPT-PAY-DD PIC X(02).
04 IN3L-DOC-DATE.
06 IN3L-DOC-DATE-CC PIC X(02).
06 IN3L-DOC-DATE-YY PIC X(02).
06 IN3L-DOC-DATE-MM PIC X(02).
06 IN3L-DOC-DATE-DD PIC X(02).
04 IN3L-CURRENT-DOC.
05 IN3L-CUR-DOC-NO PIC X(08).
05 IN3L-CUR-DOC-NO-SUFFIX PIC X(02).
04 IN3L-REFERENCE-DOC.
05 IN3L-REF-DOC-NO PIC X(08).
05 IN3L-REF-DOC-NO-SUFFIX PIC X(02).
04 IN3L-DUE-DATE.
06 IN3L-DUE-DATE-CC PIC X(02).
06 IN3L-DUE-DATE-YY PIC X(02).
06 IN3L-DUE-DATE-MM PIC X(02).
06 IN3L-DUE-DATE-DD PIC X(02).
04 IN3L-FUND-CTL-ORD PIC X(01).
04 IN3L-TRANS-AMT PIC 9(11)V99.
03 IN3L-OMWBE-INFORMATION.
04 IN3L-OMWBE-TYPE PIC X(01).
04 IN3L-OMWBE-PAYMNT-FLAG REDEFINES IN3L-OMWBE-TYPE
PIC X(01).
04 IN3L-OMWBE-CLASS PIC X(02).
04 IN3L-OMWBE-PERCENT PIC X(02).
04 IN3L-OMWBE-AGENCY-FLAG-R
REDEFINES IN3L-OMWBE-PERCENT.
05 FILLER PIC X(01).
05 IN3L-OMWBE-AGENCY-FLAG PIC X(01).
04 IN3L-OMWBE-CONTRACT-NO PIC X(08).
03 IN3L-TAPS-INFORMATION.
04 IN3L-TAPS-ORIGIN PIC X(01).
04 IN3L-TAPS-STATUS PIC X(01).
04 IN3L-TAPS-PACKET PIC X(04).
03 IN3L-WARRANT-INFORMATION.
04 IN3L-WARRANT-NO PIC X(07).
04 IN3L-WARRANT-ISSUE-DATE.
06 IN3L-WARRANT-ISSUE-CC PIC X(02).
06 IN3L-WARRANT-ISSUE-YY PIC X(02).
06 IN3L-WARRANT-ISSUE-DDD PIC X(03).
03 IN3L-WARRANT-BATCH-NUMBER.
04 IN3L-WARR-BATCH-FM PIC X(02).
04 IN3L-WARR-BATCH-TYPE PIC X(02).
04 IN3L-WARR-BATCH-NO PIC X(03).
03 IN3L-MASTER-INDEX-EXP-IND PIC X(01).
03 IN3L-MASTER-PCT-NO PIC S9(3) COMP-3.
03 IN3L-US-FOREIGN PIC X.
03 IN3L-ONLINE-RECORD-SW PIC X.
03 IN3L-ORDER-NUMBER.
04 IN3L-ORDER-NO PIC X(08).

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04 IN3L-ORDER-NO-SUF          PIC X(02).
03 IN3L-PAY-PROCESS-TYPE      PIC X(01).
03 FILLER                     PIC X(01).
03 IN3L-VENDOR-INFORMATION.
04 IN3L-VENDOR-NUMBER.
05 IN3L-VENDOR-NO            PIC X(10).
05 IN3L-VENDOR-SUFFIX        PIC X(02).
04 IN3L-UNIFIED-BUSINESS-ID.
05 IN3L-UBI                  PIC X(10).
05 IN3L-UBI-SUFFIX           PIC X(02).
04 IN3L-TABLE-INFORMATION.
05 IN3L-VENDOR-TYPE          PIC X(01).
05 IN3L-MINORITY-IND         PIC X(01).
05 IN3L-SMALL-BIZ-IND        PIC X(01).
05 IN3L-TAXPAYER-ID-NO       PIC X(11).
04 IN3L-IRS-BOX              PIC X(01).
04 IN3L-TAX-TYPE             PIC X(01).
03 IN3L-NAME-AND-ADDRESS.
04 IN3L-VENDOR-TRAILER        PIC X(25).
04 IN3L-VENDOR-NAME          PIC X(32).
04 IN3L-VENDOR-ADDRESS.
05 IN3L-VENDOR-ADDR-1        PIC X(32).
05 IN3L-VENDOR-ADDR-2        PIC X(32).
05 IN3L-VENDOR-ADDR-3        PIC X(32).
05 IN3L-VENDOR-CITY          PIC X(19).
05 IN3L-VENDOR-STATE         PIC X(02).
05 IN3L-VENDOR-ZIP           PIC X(09).
03 IN3L-HIGH-END.
04 FILLER                     PIC X(138).
04 IN3L-INV-NO-EXP            PIC X(30).
04 IN3L-INV-DATE              PIC X(08).
04 IN3L-ACCOUNT-NO           PIC X(30).
04 FILLER                     PIC X(215).
04 IN3L-BILL-FUND             PIC X(03).
04 FILLER                     PIC X(14).
04 IN3L-ORIG-CODE             PIC X(02).
04 IN3L-MAINT-LOGONID         PIC X(08).
04 IN3L-ORIG-TC               PIC X(03).
04 IN3L-DFI-ROUTING-NO       PIC X(09).
04 IN3L-DFI-ACCT-NO          PIC X(17).
04 IN3L-ACCT-TYPE             PIC X(01).
04 IN3L-AI-APPN-TYPE          PIC X(01).
04 IN3L-AI-CHARACTER          PIC X(01).

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*
*   END OF COPY MEMBER IINREC3
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Appendix 4: Implementing the AFRS Batch Interface

The following is a checklist for getting your agency started using the AFRS Batch Interface. Just follow the items in sequential order.

- ☐ 1. Contact Mr. Ray DeFant, AFRS Consultant, Office of Financial Management, Accounting Division at (360) 664-7688. He will set up a meeting time and place, for the interfacing agency and OFM staff, to discuss the use of a batch interface.
Attendees to this meeting should be:
 - Mr. Ray DeFant – representing the customer contact for OFM and knowledge base for the AFRS process.
 - OFM Programming staff member(s) – to offer their expertise regarding AFRS and the batch interface process. Usually this will be Mr. Cliff Wilder and/or Ms. Vonnie Tallon.
 - Interfacing Agency Fiscal Accountant representative(s) – to represent the agency's accounting interests.
 - Interfacing Agency Programming staff member(s) – The individual(s) who will be responsible with creating needed programming elements on the behalf of the interfacing agency.
 - Other members of either agency as needed.
 - This meeting will be used to discuss items pertinent to the processing of the interfacing agency's data.
- ☐ 2. Contact your agency Information Services staff - to prepare the agency processing unit's records using the AFRS batch header record and transaction record layouts provided in this document.
- ☐ 3. Contact OFM programming staff – to verify times for testing. And to verify test results.
- ☐ 4. When you, the interfacing agency, are satisfied with the results of testing, you need to notify Mr. Ray DeFant of your intentions to go into production status . The OFM programming staff will require three (3) working days in order to complete this task.
- ☐ 5. For the first three (3) to four (4) times the interfacing agency has produced a production run, they should contact Mr. Ray DeFant, or a member of the OFM AFRS Batch Interface programming staff, so a production verification may be done.
- ☐ 6. That's it!!! This agency is now producing AFRS Batch Interfaces.

Appendix 5: Interface File Sharing Agreement

The following document is an **Interface File Sharing Agreement**. It is used to indicate an agreement between an agency, who has established a Batch Interface process, and the Office of Financial Management. It will allow the agency to delete and create the appropriate batch interface file for their agency.

This document must be filled out by the submitting agency and signed by an Assistant Director, or higher, of that agency. It should then be mailed to:

Mr. Cliff Wilder
Statewide Financial Systems
Office of Financial Management
PO Box 43113
Olympia, WA 98504-3113

Interface File Sharing Agreement

Agency Name/Number: _____

Agreement Effective Date: _____

Contact Name: _____ Phone #: _____

Contact Fax #: _____

E-mail Address: _____

Interface Dataset Names

Interface Frequency: _____

Access Logonid: _____ Access Type: Read _____ Alter _____ Delete _____

Special Instructions: _____

Approving Authority (Assistant Director or higher):

_____	_____	_____
(Print)	(Signature)	(Date)

[illegible]